

**GOVERNMENT OF KIRIBATI**  
**POSITION DESCRIPTION**

<b>1. Ministry: Public Service Office</b>		
<b>2. Position Title:</b> Senior Assistant Human Resource Officer	<b>3. Salary Level:</b> L12-10	<b>4. Division:</b> Human Resource Management Center
<b>5. Reports To:</b> Senior Human Resource Officer.	<b>6. Direct Reports:</b> Assistant HRO	
<p><b>7. Primary Objective of the Position:</b> To effectively engage in the tasks provided or prescribed in this Position Description. To assist in the implementation and coordinating of Human Resource Management Systems/Policies/Initiatives and new reforms with Ministries/government agencies or the public service. To ensure successful and effective HRM implementation for an improved quality and standard of overall workforce/public service performance.</p>		
<b>8. Position Overview</b>		
<b>9. Financial:</b> Not Applicable	<b>9. Legal:</b> No direct legal responsibilities, but the existing NCS, HRD Manual (Policy) and other policies may be required to be consulted particularly with policy review/development to ensure there's no duplication or clashes.	
<b>11. Internal Stakeholders:</b> <ol style="list-style-type: none"> <li>1. Secretary &amp; Admin Staff</li> <li>2. Director &amp; Deputy Director HRMC</li> <li>3. PSPM Staffs</li> <li>4. HRMC Staffs</li> <li>5. IT &amp; Statistics Staffs</li> </ol>	<b>12. External Stakeholders:</b> <ol style="list-style-type: none"> <li>1 Secretary &amp; Admin Staff in line Ministries/Government Agencies</li> <li>2 Head of Divisions in line Ministries/Government Agencies</li> <li>3 SOEs</li> <li>4 Kango</li> <li>5 KCCI</li> </ol>	
<b>13. To be referred to Manager:</b> <ul style="list-style-type: none"> <li>• Decisions requiring budget / funding of any activities</li> <li>• Major changes to the work plan affecting the whole unit's business plan.</li> <li>• HR policies implementation/reviews</li> <li>• Taking leave outside the agreed leave roster</li> </ul>	<b>14. Without Referral to Manager</b> <ul style="list-style-type: none"> <li>• Implementing roles reflected in unit workplan.</li> </ul>	
<b>15. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)</b> <ul style="list-style-type: none"> <li>▪ <b>KDP/KPA:</b></li> <li>▪ <b>MOP Outcome:</b></li> <li>▪ <b>Divisional/Departmental/Unit Plan:</b></li> </ul>		

*This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. It is an expectation that you may be required to perform additional duties as required.*

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<b>Key Result Area/Major Responsibilities</b>	<b>Major Activities/Duties</b>	<b>Performance Measures/Outcomes</b>
Ministry workforce plan	<ul style="list-style-type: none"> <li>• Assist HRO in initiating workforce plans with Ministries/gov't agencies by Collecting required information to complete and update Workforce plans quarterly/annually or when required.</li> <li>• Identify skill gaps, age composition, retirements vacancies etc as part of work force plan analysis for ministry with small work force.</li> <li>• Provide training/assistance to relevant staff on workforce planning where and when required.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Ministry workforce analysis completed.</li> <li>➤ Workforce for each Ministry updated every year.</li> </ul>
Recruitment & Selection & Induction guideline	<ul style="list-style-type: none"> <li>• Involve with Recruitment and Induction guideline review.</li> <li>• Seek information from relevant institutions as part of data collection for the review.</li> <li>• Direct support to HRO &amp; SHRO by providing information required as part of the review from time to time.</li> <li>• Compare and contrast current policy/ guideline (recruitment) with other countries as part of data collection.</li> <li>• Assist with administrative arrangement/ logistics for meetings where appropriate.</li> </ul>	Recruitment, Selection & Induction guideline is developed.
Vacancy Clearance	<ul style="list-style-type: none"> <li>• Work with PSO (IT officer) on confirmation with vacancy clearance for the concerned ministry.</li> <li>• Consult ministries appropriately to confirm information when required.</li> </ul>	<p>Vacancy clearance provided in a timely manner.</p> <p>Database is up to date and always made visible.</p>

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	<ul style="list-style-type: none"> <li>• Provide vacancy clearance to all Ministries based on request from time to time.</li> <li>• Maintain and update database for Vacancy clearance and provide report to SHRO when required.</li> </ul>	
Structural Review and Establishment Register	<ul style="list-style-type: none"> <li>• Assist SHRO and HRO with structural review exercise.</li> <li>• Assist with data collection and input as part of structural review exercise (GI table).</li> <li>• Assist with other logistics activities for structural review and ER when required.</li> <li>• Perform assessment as part of the team for Establishment proposed changes based on criteria and framework for Ministries with small workforce.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Activities are progressed consistent to the approved work plan.</li> <li>➤ Feedback can be provided in the absence of both SHRO/HRO</li> </ul>

<b>16. Key Challenges</b>	<b>17. Selection Criteria</b>
<ul style="list-style-type: none"> <li>• Working under pressure in meeting deadlines.</li> <li>• Working outside working hours when required</li> <li>• Working with external stakeholders.</li> </ul>	<p><b>17.1 PQR (Position Qualification Requirement):</b></p> <p><b>Education:</b> Diploma in either Human Resource Management or Management &amp; Public Administration, OR, Certificate in Human Resource Management with 3 years post certificate relevant work experience. OR, Must have worked as an Assistance Human Resource Officer or an assistant in the Human Resource Management field for at least 3 years.</p> <p><b>Experience:</b> At least 3 years post certificate work experience in the Human Resource Field or at least 3 years as an Assistant HR Officer or in 3 years as an assistant in the HRM field.</p>

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	<p><b>17.2 Key Attributes (Personal Qualities):</b></p> <p><b>Skills and Knowledge</b></p> <ul style="list-style-type: none"><li>• <b>Analytical Skills</b> – Have the skills to analyze huge data and working with Microsoft office such as MS Excel and MS Word</li><li>• <b>Time Management Skills</b> – Manage several tasks and meet deadlines.</li><li>• <b>Active Listening</b>- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.</li><li>• <b>Oral and Written</b>- Should have understanding in English to communicate and very good at report writing.</li><li>• <b>Judgment and Decision Making</b>- Considering the relative costs and benefits of potential actions to choose the most appropriate one.</li></ul> <p><b>Personal Attribute</b></p> <ul style="list-style-type: none"><li>- Teamwork spirit</li><li>- Punctuality</li><li>- Respect and Honesty</li><li>- Flexibility &amp; confidentiality.</li></ul>
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